

NAVSTA NORVA INSTRUCTION 5350.1

Subj: NAVAL STATION NORFOLK DRUG AND ALCOHOL ABUSE PREVENTION
AND CONTROL

Ref: (a) OPNAVINST 5350.4C
(b) COMNAVREGMIDLANTINST 5560.10
(c) SECNAVINST 1700.11C

Encl: (1) Commanding Officer, Naval Station Norfolk Policy
Statement on Drug and Alcohol Abuse

1. Purpose. To establish Naval Station Norfolk Drug and Alcohol Prevention and Control policies and procedures for all Naval Station Norfolk personnel. It is the policy of Naval Station Norfolk to:

a. Address the prevention and identification of alcohol and drug abuse through education and referral.

b. Provide assistance and resource counseling to service members and dependents.

c. Serve as a deterrent to such conduct by holding service members accountable for their actions.

2. Background/Discussion. Reference (a) is the basic directive from which the policies set forth herein are derived. Drug and alcohol abuse by naval personnel detracts from military performance, negatively impacts the efficient functioning and morale of military units, and diminishes the reputation and prestige of the military service in the civilian community. Such conduct is completely incompatible with the professional and personal standards required of members of the naval service.

3. Applicability. This instruction is applicable to all officers and enlisted personnel at Naval Station Norfolk.

4. Action. Per reference (a), the following responsibilities are provided:

a. Commanding Officer

(1) Responsible for understanding and aggressively supporting policies and taking immediate corrective measures in cases of personnel involved in drug and alcohol abuse and violations of the UCMJ.

(2) Provide specific guidance to the command regarding responsible use of alcohol as shown in enclosure (1).

(3) Conduct an aggressive urinalysis program.

(4) Ensure the command Drug and Alcohol Program Advisor (DAPA) is trained and designated in writing.

(5) Establish a local Navy Drug and Alcohol Advisory Council (NDAAC) and ensure that it meets at least quarterly.

b. DAPA

(1) The DAPA is the command's primary advisor for alcohol and drug matters and reports directly to the Commanding Officer (CO) or Executive Officer (XO).

(2) The DAPA is responsible to the CO for the management of the command's substance abuse program. Specifically, ensure that substantiated DUI/DWI and other applicable alcohol incidents are documented and reported. Other responsibilities are as follows:

(a) Advise CO/XO on all issues concerning alcohol and drug abuse to include self-referral, command referral, alcohol-related incidents, aftercare treatment recommendations, and treatment failure.

(b) Include alcohol and drug program information in command orientation programs for newly reporting personnel.

(c) Coordinate alcohol and drug abuse awareness training.

(d) Serve as the qualified self-referral representative.

(e) Complete a screening package for personnel who meet screening criteria, to include interviewing the service member and collecting data for use by Medical Treatment Facility/Alcohol Treatment Facility (MTF/ATF) in the screening process.

(f) Complete Drug and Alcohol Report (DAAR) and forward to CO/XO for signature. Initial DAAR shall be submitted within 30 days of incident and follow up submitted as information becomes available.

(g) Advise the CO/XO on specific incidents of alcohol misuse not characterized as incidents. Determine if it

should be referred for command level education, command counseling, or to a medical screening.

(h) Refer members who abuse alcohol, or who are suspected of abusing alcohol, to an appropriate medical facility for an evaluation by a medical officer (MO) or licensed independent practitioner (LIP). A medical screening is mandatory for every member who is involved in an alcohol-related incident as defined per reference (a).

(i) Recommend to the CO/XO in all but exceptional cases, to follow the recommendations of the screening summary from the MTF/ATF. In those rare situations where the CO elects not to comply with the recommendations contained in the screening summary, prepare a written notification and forward to COMNAVPERSCOM (Pers-6) via the chain of command.

(j) Coordinate with the appropriate MTF/ATF to ensure a quota is available to get treatment for the member involved.

(k) Coordinate with service member's chain of command to place service member in a temporary duty status consistent with the requirements of the MTF/ATF.

(l) Actively monitor and support aftercare plans as determined by MTF/ATF. Meet with CO/XO on a monthly basis to review progress of aftercare plan for each service member.

(m) Maintain DAPA records for two years after completion of aftercare plan. Forward copies of DAPA records to the command DAPA of the service member's new command if an aftercare program is still in effect upon transfer.

(n) Ensure all personnel age 26 and under attend PREVENT within their first year on board.

(o) Ensure all E-5 and above personnel attend ADAMS for Supervisors or Leaders.

(p) Ensure all E-1 to E-4 and O-1 to O-3 on active duty with less than two years of service attend AWARE training.

c. Legal Department

(1) Alcohol. As per reference (b), the following actions may be taken: One-year suspension is mandatory on conviction of, driving a motor vehicle while under the influence of any narcotic, other drug, or alcohol to the degree rendered incapable of safe vehicle operation. Suspected perpetrators who refuse to take blood alcohol content tests shall have on-

station-driving privileges immediately suspended, pending resolution of the incident. Report all DUI/DWI offenses to the member's reporting senior.

(2) Illegal drugs. If illegal drugs are found in a vehicle, a one-year suspension of driving privileges will be awarded to the driver of that vehicle, the registered owner (if registered on a military installation), and any person found using, or in possession of illegal drugs in that vehicle.

(3) Ensure underage drinking prohibition statutes by strict compliance with reference (c), which requires installations to adhere to minimum age requirements for the sale, purchase, possession, and consumption of alcoholic beverages that conform to laws of the local jurisdiction and state in which the installation is located.

(4) Ensure close liaison is maintained with federal and local law enforcement agencies.

(5) Manage aggressive urinalysis program. Coordinate with the Command Security Manager to ensure all positive urinalysis results shall be reported to the Department of the Navy Central Adjudication Facility (DON CAF) if the individual possesses a security clearance or is assigned to a sensitive billet.

(6) Take prompt action to process administratively and/or disciplinary action all alcohol abusing or dependent members who are determined not to be amenable to treatment and all drug abusers.

(7) After the completion of administrative and/or disciplinary action, execute a Page 13 entry.

5. All personnel will be responsible for their personal decisions related to drug and alcohol use and are fully accountable for any substandard performance or illegal acts resulting from such use.

G. L. BECKER

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List 1A